

<div>VENDOR ADDRESS</div> <div>(Mail in a window envelope.)</div>	DATE
	INVOICE NUMBER
	AMOUNT
	DATE
	REFERENCE NUMBER(S)

(fold)

The invoice referenced above is disputed for the following reasons:

- ☐ Goods/Services not received
- ☐ Duplicate billing
- ☐ Noncompliance with contract
- ☐ Invoice belongs to another department
- ☐ Incorrect billing/amount due
- ☐ Damaged goods
- ☐ Partial shipment received
- ☐ Invoice not properly executed
- ☐ Other

THIS NOTIFICATION IS A FOLLOWUP TO A PHONE CONVERSATION WITH THE PERSON FROM YOUR COMPANY WHOSE NAME APPEARS BELOW	
NAME	DATE OF CONVERSATION
IF YOU HAVE ANY QUESTIONS REGARDING THIS DISPUTE, CONTACT:	
NAME	TELEPHONE NUMBER

(fold)

<div>RETURN THE GOLDENROD COPY OF THIS NOTIFICATION WITH THE CORRECTED INVOICE</div> <div>(For your convenience, the return address has been positioned for use in a window envelope.)</div> <div>RETURN TO:</div>	FOR STATE AGENCY USE ONLY	
	DATE DISPUTE RESOLVED	INITIAL
	RESOLUTION	